



Western Integrated Pest Management Center

2025 Annual Grant Program Request for Applications

The 2025 Western IPM Center annual grant program uses a proposal management system that requires information for the proposal body be filled into form fields. Exceptions are the Application Form, Conflict of Interest and Current and Pending Support forms that are supplied as Microsoft Word documents – project directors should have these filled out and uploaded as PDF files. Electronic signatures are acceptable on the Application Form. If you do not have access to the portal to submit your proposal electronically, please contact Matt Baur for assistance (530-750-1271).

Grants available in this RFA include **Project Initiation, Work Groups, and Outreach and Implementation. The Planning Documents project type has been moved to a separate RFA that is open all year long. Please see westernipm.org or the newsletter for details.**

Proposals are due by 5 p.m. Pacific Standard Time on Friday, December 6, 2024.

For electronic applications, applicants must register at <https://grants.ipmcenters.org>

The total amount available this year is approximately \$320,000. The maximum award for each project is \$40,000.

If you encounter any problems or have questions, please contact Western IPM Center Grant Panel Manager Jill Schroeder at jischroe1@gmail.com.

Key Dates

October 2:	RFA released
November 7:	RFA Webinar (2 p.m. Pacific Standard Time)
December 6:	Completed application due by 5 p.m. Pacific Standard Time

Details about the webinar are in the Center's October newsletter. Visit www.westernipm.org and look under "Publication" to access newsletter issues.

I. SUMMARY

The Western Integrated Pest Management Center (“The Center”) is working towards a healthier West with fewer pests by promoting smart, safe and sustainable pest management. Center activities align with USDA Research, Education, and Economics Action Plan and the National Roadmap for Integrated Pest Management.

Center grant programs provide support to complement other federal, state and private funding sources by supporting project initiation research, outreach and implementation efforts, and work groups. We encourage projects that extend IPM practices to stakeholders who will use IPM strategies to decrease the risks associated with pests and pest management.

Available funds. Funding of approximately \$320,000 is available for this competitive grant program. Budget limits are \$40,000 per project, and indirect charges of no more than 30% of total federal funds.

Who may apply? Eligible applicants include private individuals and institutions, faculty and qualified staff of two- and four-year universities, businesses and 501(c)3 corporations, commodity organizations, tribal governments and other governmental and non-governmental organizations. The project director (PD) must be in the Western Region, but co-project directors may be from outside the region. The Western Region includes the following states and territories: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, Wyoming, American Samoa, the Federated States of Micronesia, Guam, and the Northern Mariana Islands. First Nations should be within this broad geographic area.

Proposal submission. All applications should be submitted through the secure online system at grants.ipmcenters.org. If you need to mail in a copy of the proposal, please contact the grant manager or other Center staff to make arrangements to send in your proposal. **Proposal submission must be completed and received by 5 p.m. PST, Friday, December 6, 2024.**

Proposal timeline. Projects must start March 1, 2025 and end by February 28, 2026.

II. GENERAL INFORMATION

Regional Importance and Center Priorities

Stakeholders from the 17 Western states and Pacific Island territories and First Nations identify priorities for the Western IPM Center, and the Center is committed to addressing those pest management needs. The following are regional priorities established by the Western IPM Center Advisory Committee and stakeholders, and proposals should specifically address one or more of these priorities.

The list below is not ranked and explanations are to illustrate concepts and for clarity and are not designed to be all-encompassing or exclusionary.

IPM for Indigenous, Insular and Isolated People – Promoting IPM for underserved communities and audiences.

IPM in Changing Landscapes – Creating IPM tools and tactics for landscapes changed by natural forces, including climate and fire.

IPM Culture and Capacity – Enhancing the acceptance of IPM, strengthening the networks, structures and institutions that promote it, and developing new scientists to lead it.

IPM in New Places – Promoting IPM to new, challenging and changing industries, such as animal agriculture, aquaculture, chemically intensive cropping systems, urban farming, indoor production, etc.

Invasive Species – Creating IPM responses to invasive pests and resurgent native pests disrupting IPM programs.

Biological Control of Pests – For insects, weeds, diseases and vertebrate pests

IPM and Ecosystem Services – Using IPM to protect and promote ecosystem services in managed and natural landscapes.

Soil-Borne Pest Management – Developing IPM tactics to manage soil-borne pests.

Urban Pest Management – Promoting IPM for homes, schools and communities, including the safe use of pesticides in homes and gardens.

New Technologies to Manage Pests – Developing novel and non-traditional approaches to managing insects, weeds, diseases and vertebrate pests.

IPM for Pest-Resistance Management – Developing IPM tools and techniques to reduce pest development of resistance.

While not required, proposals that actively involve potential end-users – farmers and ranchers, pest control advisors (PCAs), pest control professionals (PCPs), independent crop consultants, land managers, school or housing administrators, etc. – are encouraged.

III. REGIONAL INVOLVEMENT

The Center grant program seeks to support collaboration among states, islands, territories and First Nations so projects should have participants from multiple states, territories, islands, and/or First Nations or clearly demonstrate that the project will be of regional benefit. Exceptions are allowed when applicant can document that the host/pest combination is locally important only. If you have questions about the regional requirement, please contact the grant manager listed below.

IV. MATCHING FUNDS

No matching funds are required.

V. RESOURCES

Recipients of Western IPM Center grants are held to the NIFA Agency Specific Terms and Conditions available at nifa.usda.gov/terms-and-conditions. Additional information about these terms and conditions can also be found at <https://www.cfo.gov/grants-training/>

Complimentary to the Code of Federal Regulations and the Agency Specific Terms and Conditions, the NIFA Federal Assistance Policy Guide also provides direction for recipients of NIFA-funded grants and is available at nifa.usda.gov/policy-guide

Tips for preparing proposals to the Center grant program. In this video, Doug Johnson (Cal IPC), Elise Gornish (Univ Arizona), and Doug Walsh (Washington State) discuss tips for getting and managing a Center grant. The video is available at <https://www.youtube.com/watch?v=0myFnGAK1Fc>. Several Center blog posts at <https://ipmwest.blogspot.com/> provide excellent guidance on proposal preparation.

IPM Assessment Toolkit. The toolkit for assessing IPM outcomes is available at ipmimpact.ucanr.edu. The toolkit is a rich source of information and guidance about evaluation methodology. Please refer to this website or other similar sociological references and scientists as needed to assist you.

Western IPM Center Signature Programs

Western IPM Center Signature Programs provide support to foster collaborations. Applicants are encouraged to collaborate with the Risk Communication Signature Program, the Crop Pest-Loss and Impact Assessment Signature Program, the Protocols for Responding to Invasive Species in the West Signature Program, or the Climate-based Decision Tools Signature Program where appropriate. For more information on Signature Programs, see the Center Projects section of the westernipm.org website.

Multistate Project Work Groups

Multistate project work groups supported by the Associations of Agriculture Experiment Station Directors are formed to collaborate in projects that two or more states share as a priority. Western IPM Center-funded projects are encouraged to leverage resources from multistate project work groups. Some examples include:

- W3008: Integrated Onion Pest and Disease Management
- W4185: Biological Control in Pest Management Systems of Plants
- W4186: Variability, Adaptation and Management of Nematodes Impacting Crop Production
- WERA 11 Western Regional Turfgrass Research

WERA 77 Managing Invasive Weeds in Wheat
WERA 1017 Coordination of IPM Research, Extension and Education in the West
WERA 1021 Spotted Winged Drosophila Biology, Ecology and Management

Multistate project work group details are listed at <http://www.nimss.org/>.

VI. TYPES OF PROJECTS

The types of projects that may be funded through the Western IPM Center grants program are **Project Initiation, Work Groups, and Outreach and Implementation. The maximum award on these projects is \$40,000.**

Project Initiation

Project Initiation proposals test new research ideas. Project Initiation activities are proof-of-concept, preliminary experiments focused on developing, facilitating or catalyzing novel IPM solutions to priority issues. Applicants should identify the benefits that could be realized if their researched IPM solutions prove to be successful.

Work Groups

Work group projects assemble a diverse group of stakeholders to collaboratively address a regional IPM priority. Multi-state work groups address information, resource and research needs in region-wide or broad-area categories and enhance communication and collaboration within the region. Work group outputs often include proposals for future funding. Student participation, and participation by potential end-users (farmers and ranchers, land managers, school and housing administrators, etc.) is strongly encouraged.

Previously funded IPM work groups must apply for renewal each year and funding will be based on the merit of the proposal and accomplishments from prior funding periods. Applications for work group renewal must be received by the application due date. They will be evaluated in competition with the other applications and will be reviewed according to the same criteria as new applications. Work group renewal applications must include a brief progress report documenting accomplishments of the last funding cycle. Please upload this progress report to the supporting documents section of the grant submission and reference the document in the project narrative text.

Outreach and Implementation

Outreach and Implementation projects build on previous IPM research by providing outreach to stakeholders to encourage the adoption and implementation of IPM practices. Outreach and implementation grants may be initiated by someone involved in earlier research, or may be proposed by applicants based on the research done by another scientist or group. Examples include, but are not limited to workshops, demonstration projects, printed documents and online IPM resources.

A goal of outreach and implementation projects should be the increased adoption of IPM practices in agricultural, community or natural settings. The target audience, distribution plan for project products, and evaluation plan to assess knowledge or behavior change among the target audience must be clearly articulated.

VII. EVALUATION AND SELECTION CRITERIA

A panel of reviewers will evaluate all applications. Most reviewers are from outside the Western Region, so when writing the proposal narrative and your biosketch, do not assume that reviewers will be familiar with western crops, pests or conditions, or your program, abilities or past accomplishments.

The review panel will score applications using the proposal score sheet below. Projects are evaluated and scored against all applications received, not just against proposals within a specific project type.

Please provide specific details in the letters of support and letters of collaboration included with your proposal. Details in a letter of support may include the number of stakeholders the letter of support represents and how the project will benefit a specific stakeholder group. Details in a letter of collaboration may include specific tasks to be completed by the collaborator. These details will help reviewers evaluate the level of support or participation on the part of stakeholders and collaborators.

PROPOSAL SCORE SHEET

Criterion	Project Initiation	Work Group	Outreach & Implementation
Preparation (10 points)	<ul style="list-style-type: none"> Information is clearly presented Meets all format requirements with all required forms and components included 		
Problem and justification (20 points)	<ul style="list-style-type: none"> Proposal identifies project type, lists one or more regional priority areas addressed by the project (listed on Page 2), and describes how the project will address the Center priorities. Proposal cites specific stakeholder priorities and needs and documents stakeholder participation Proposal documents regional collaboration or that the crop/pest combination only occurs locally 		
Potential for Success (25 points) -Objective -Approach -Procedures	<ul style="list-style-type: none"> Objectives logically target a solution to the problem Approach likely to result in novel, effective solutions to important IPM issues Procedures are linked to objectives and likely to result in clear evidence with respect to problem Timeline and scale of project reasonable Collaborators have agreed to participate through a letter of support 	<ul style="list-style-type: none"> Objectives are either new or significantly expand a previous effort Composition of the work group has the potential to coordinate regionally and catalyze solutions to complex IPM issues Procedures linked to objectives Timeline and scale of project reasonable Collaborators have agreed to participate through a letter of support 	<ul style="list-style-type: none"> Objectives logically focus on a solution to the problem Project clearly identifies the audience targeted by the outreach and implementation efforts Procedures are linked to objectives Target audience (stakeholders) have documented a desire for products and willingness to implement IPM solutions
Historically Underserved Stakeholders (10 points)	<ul style="list-style-type: none"> The project is led by or involves historically underserved stakeholders who have had limited participation in, or have received limited benefits from, USDA programs. This includes limited resource and socially disadvantaged farmers/ranchers/landowners, and EPSCoR states. The proposal must provide evidence of a specific relationship in the Key Personnel section or provide evidence that the underserved audience will be engaged in the Stakeholder Engagement and/or Outputs and Outcomes sections Definitions of underserved communities can be found at https://www.whitehouse.gov/briefing-room/presidential-actions/2021/01/20/executive-order-advancing-racial-equity-and-support-for-underserved-communities-through-the-federal-government/ and https://www.whitehouse.gov/briefing-room/presidential-actions/2021/06/25/executive-order-on-diversity-equity-inclusion-and-accessibility-in-the-federal-workforce/ 		

Western IPM Center 2025 Annual Grants Program RFA

	<ul style="list-style-type: none"> • A socially disadvantaged group has been subjected to racial, ethnic, or other prejudice without regard to their individual qualities. Examples include: Pacific Islanders, Alaska Natives, First Nations, Hispanics, and African Americans.
Outputs and Outcomes (15 points)	<ul style="list-style-type: none"> • Outputs link to project objectives and are reasonable for the type and scale of the project • Outcomes clearly relate to IPM Center priorities • Methods and indicators for measuring outcomes are clearly described
Expertise & Participation (15 points)	<ul style="list-style-type: none"> • Biosketches demonstrate necessary expertise to successfully complete the project • The project actively involves end-users (farmers and ranchers, land managers, school and housing administrators, etc.) and students, as appropriate • The proposal describes how stakeholders will be involved in the project • Evidence of a specific relationship with an underserved group should be provided if the project is focused on historically underserved stakeholders
Budget (5 points)	<ul style="list-style-type: none"> • Budget is well-defined and within the project funding limits described in this RFA • Proposed project costs are reasonable, allocable and allowable per Title 2: 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards • Budget narrative follows the order of the budget form and fully justifies budget items

Rubric for Underserved Stakeholder Engagement

	Clearly Identified	Can be inferred	Not addressed
Stakeholders are traditionally underserved*	4	2	0
Stakeholder letters of support**	2	1	0
Stakeholder participation***	2	1	0
Resources or effort directed to stakeholders	2	1	0

*Underserved communities or persons with limited participation in USDA programs, EPSCoR states and socially disadvantaged groups

**Letters of support on organization letterhead – 2 pts; email correspondence -1 pt, none – 0 pts

***Stakeholders are listed as collaborators or key personnel

VIII. APPLICATION AND SUBMISSION INFORMATION

Applications are due by 5 p.m. PST, Friday, December 6, 2024.

Applicants will have to register at grants.ipmcenters.org and applications will be submitted there.

Application Form

Project information and certifications such as compliance with the Federal Funding Accountability and Transparency Act (FFATA), and Audit and Financial Certification are included in the Application Form. The form should be signed by the Authorized Organizational Representative (AOR). Electronic signatures are acceptable.

Project Narrative (Limit 5,250 words):

Project Summary (500 words)

Provide a concise summary of the project proposal

Problem and Justification (word limit 1,000)

Describe the problem and how this project is expected to contribute to addressing it. Include the project type, citations that document the stakeholder-identified needs addressed by the proposed project, and the regional priority area or areas the project addresses. How will this proposed work integrate into your overall IPM program and goals? How will the project address Western IPM Center priorities? Any tables or figures presented as background information should be placed in a file, uploaded into the Supporting Documents Section, and referenced in the text.

Stakeholder Engagement (250 words)

The section should answer two specific questions. Who are your stakeholders and how are they engaged with the project? For instance, will stakeholders provide research sites or will they have an advisory role on the project? Or will the project outputs be targeted to specific stakeholder groups or communities? Individual stakeholders that have a significant role in the project should be listed in the "Key Personnel" section as well.

Objectives (word limit 500)

Include a concise, complete, logically arranged and numbered series of statements defining the objectives of the project. The nature of the project and its objectives will determine the ease of predicting success.

Procedures (word limit 1,000)

Include a numbered procedure statement corresponding with each numbered objective that outlines the working plans and methods designed to achieve each objective. The procedure statement must show that the proposed work has the potential to accomplish the objectives. Timelines are effective in demonstrating when stages of the project are expected to be completed.

Outputs (Word limit 250)

What will the project produce? Outputs should be appropriate for the proposal type and may include publications in peer reviewed or other professional or non-professional journals, grant proposals, workshops, conferences, demonstrations, presentations at professional science society, extension or other meetings or field days, training materials, signage, websites, technical reports, white papers, and others. Identify the target audiences for the outputs.

Outcomes (Word limit 500)

Proposals must address two key points in this section: (1) expected outcomes and how the outcomes relate to the Western IPM Center priorities identified above, and (2) methods and indicators to measure progress towards the expected outcomes.

Outcomes are the results or changes among individuals, groups, communities, systems or society that may be influenced by your outputs. Use of the terms "outcomes" and "impacts" can vary. But for the purposes of this program, outcomes are defined as follows.

- Short-term outcomes are related to learning: Changes in awareness, knowledge, attitude, skills, opinions, aspirations, and motivations of the target audience.
- Medium-term outcomes are related to actions: Behaviors, practices, decisions made, policies affected or social actions taken by members of the target audience.
- Long-term outcomes are related to conditions changes: social, economic, or environmental conditions that change as a result of actions taken by end-users.

Project directors can collect data to evaluate changes in learning, action, or condition, OR collect baseline data that can be used later to measure future changes in learning, action or condition.

Additional information concerning evaluation methodology can be found at ipmimpacts.ucanr.edu.

Although not required, a logic model can be an effective tool to demonstrate how this specific project fits into an overall program or larger project and how this projects accomplishes regional goals. If the application includes a logic model, please upload the PDF document into the supporting documents section and reference it in the text.

Cooperation of Key Personnel and Institutional Units Involved (250 words)

Identify key personnel and each institutional unit contributing to the project. In multiple-institution applications, each institution must be identified, and the lead institution designated. The Project Director and Co-Project Directors are the project leaders who are directly responsible for completing the objectives of the project. The Project Director and Co-Project Directors must each provide a biosketch that documents evidence of their expertise related to the project as proposed. Collaborators are also considered key personnel; these individuals will be providing assistance needed to complete the objectives of the project. Collaborators do not need to provide a biosketch but can be included if it provides additional support for appropriate expertise on the project.

Applications must clearly define the roles and responsibilities of each person and institutional unit of the project team, if applicable.

If the project includes consulting, collaborative, or sub-contract arrangements, such agreements must be fully explained and justified in the budget narrative. Please include an estimate of any significant time involvement by a collaborator that is not defined in the budget request. Evidence must be provided that the project co-directors and collaborators involved have agreed to render these services. Acceptable documentation for this purpose includes letters of intent or statements of work from the individual or organization. Copies of either letters or email messages from the project co-directors and collaborators will suffice for this purpose.

Literature Cited (1,000 words)

Please provide citations for any literature cited in the proposal.

Budget

The budget needs to include the following sections that apply to the proposed project: Indirect costs; Materials and supplies; Other direct costs; Outreach; Personnel - Salaries/Wages and Fringe Benefits; Printing and Publication Costs; Subcontracts/Cooperating Institutions;

Subcontracts/Mini-grants; Travel. The budget form must be followed by a narrative that fully justifies each of the budget items and follows the order of the budget form. If project outputs are not included in the budget please explain how these costs will be covered.

Conflict of interest (COI) and Current and Pending (C&P)

COI and C&P forms need to be filled out by the Project Director and each co-Project Director and uploaded as a single pdf file into the grant management system. COI and C&P forms need to be current.

Supporting Documents

Please include letters of support from project partners and stakeholders. The project partner letters and stakeholder support letters should be collated into separate PDF files (one for project partners and the other for stakeholder support letters) and uploaded into the appropriate sub-sections.

Tables, figures, and illustrations should be collated into a PDF file and uploaded into the labelled sub-section.

All other supporting documents, such as a logic model, should be collated into a single PDF file and uploaded into the labelled sub-section.

IX. FINAL REPORT

A final report must be submitted into the portal at grants.ipmcenters.org no later than 60 days after the expiration of the project.

X. SUBMISSION OF APPLICATIONS

Applicants will have to register at grants.ipmcenters.org and applications are submitted there.

If you have questions or problems with the submission system, contact

Jill Schroeder, Grant Program Manager
Western Integrated Pest Management Center
Email: jischroe1@gmail.com
www.westernipm.org

The Regional IPM Centers are supported by the USDA National Institute of Food and Agriculture and comply with the USDA-NIFA nondiscrimination policy (www.csrees.usda.gov/about/nondiscrimination.html).